NOAA Coastal Services Center Training
Guidelines and Requirements for Hosts

The National Oceanic and Atmospheric Administration (NOAA) Coastal Services Center brings a wide variety of trainings to communities or regions when requested to do so by local host agencies or organizations involved in coastal resource management. This document provides a step-by-step guide to preparing for these events.

To Schedule a Training: Contact the Center at *csc.training@noaa.gov* and request a specific course and preferred dates. Do not make any other arrangements until the Center confirms the dates.

The Center's Responsibilities: The Center provides trainers and usually pays for travel costs. In addition, the Center provides training materials and audio-visual presentations, as well as some training supplies. Finally, the Center provides a draft agenda and works with the local host if the agenda needs to be modified.

Attendance Requirements:

- For non-computer-dependent courses, such as those in coastal management issues and process skills – The host will guarantee the attendance of **no fewer than 25** participants. Registration is limited to 35 participants.

- For computer-dependent courses, such as those in geospatial technology – The host will guarantee the attendance of **no fewer than 12** participants. Registration is limited to 35 participants (or fewer, depending on the number of spaces that are available in the computer lab).

- For special requests – Occasionally, the Center receives requests from individuals seeking to participate in a local training. In these cases, the Center may request that the local host reserve **up to 3** individual participant openings.

Host Responsibilities for Preparation: Once training dates have been confirmed by the Center, the local host agrees to complete the following tasks:

- Reserve and pay for all facility costs necessary for successful course completion. These include ensuring a room of sufficient size, appropriate lighting, tables and seating for participants and trainers, and accessible electrical outlets. If required, accommodations for special-needs participants must be secured. If the minimum attendance requirement is not met, the local host should ensure that the use of the facility can be cancelled without penalty.

- Create and send out invitations to potential participants and handle the registration process. The local host should invite project partners, including stakeholders and appropriate coastal resource management entities in the region that might benefit from the training (e.g., National Estuarine Research Reserves, Sea Grant, Coastal Zone Management programs, and NOAA National Marine Sanctuary or Fisheries offices). For most courses, participant registration must be finalized two weeks before the course start date (four weeks for specific geospatial courses).

- Provide the trainers with hotel recommendations and obtain a block of hotel rooms for participants, if appropriate.

- Arrange for break and lunch refreshments (lunch may be catered on-site or participants may go out on their own for the hour, if eateries are nearby). If funds are not available for a catered lunch, the host may charge participants a registration fee to cover any incurred expenses.

- Provide an LCD projector, overhead projector, screen or white board, and self-sticking easel pads.

- Coordinate with the trainers to provide any other necessary audio-visual equipment and training supplies.

- Each course may have specific additional requirements. Please discuss with trainer as the course is being scheduled.

Additional Host Responsibilities for Computer-Dependent (Geospatial) Courses:

- The host must provide a computer lab with technical support and a minimum of 12 participant computers and 1 instructor computer that meet the following minimum requirements:

  o 1.6 gigahertz Intel Core Duo, Pentium, or Xeon processor

  o 1 gigabyte of RAM

  o Windows 2000 or higher

  o 20 gigabyte hard drive

  o Instructor computer must have Microsoft PowerPoint installed

  o Internet access

- These courses are developed for use with ArcGIS 9.3 software. Some courses may require ArcGIS extensions as well (e.g., Spatial Analyst). It is preferred that the facility has the necessary ESRI licenses for use. If these are not available, the host should inform Center instructors a minimum of two weeks prior to course delivery, so the Center can make arrangements for acquiring temporary licenses for use during the course.

- The host must provide Center instructors access to the training lab the day before the start of computer-dependent courses. Center instructors will install all software and data needed for course exercises. At the end of class, the instructors will uninstall the data and software and make every attempt to delete all files put on the computer during the class.

For more information, and a list of currently offered courses, visit the Center's training Web page: *www.csc.noaa.gov/training/*.